

Workers' Compensation



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What to do When an Employee is Injured on the Job

- Ensure that he/she receives immediate medical care.
- Provide the employee with a **Form CA-16 (Authorization for Examination and/or Treatment)** to take to the doctor or ER. This form authorizes the Department of Labor to pay physicians for services rendered.
- In emergency situations, where there is no time to complete a CA-16, the supervisor may authorize medical treatment by telephone and then forward the completed form to the medical facility within 48 hours.
 - Complete items 1-9 on CA 16.
 - Provide CPAC with CA-16 within 48 hours after first examination and/or treatment.
 - Only one CA-16 is authorized for each injury.
- **Form CA-20 (Attending Physician's Report)** should be used in lieu of the CA-16 if more than 48 hours have passed since the injury, or if the on-the-job injury is questionable.

- **Form CA-17** (Duty Status Report) must be completed for **all** medical office visits.
- CA-17 should be provided to CPAC promptly upon completion of examination or most recent treatment.

- **Form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation)**

- CA-1 should be completed by the supervisor and sent **electronically** to the CPAC within 3 days from date of injury.
- <https://icucweb.cpmss.osd.mil/cognos/cgi-bin/upfcgi.exe> is the website for inputting the CA-1. When you go to the website, the **User ID is SUPERVISOR** and the **password is supervisor**. Go to Supervisor's Tool Kit (on the menu to the left of the screen), then click on Injury Compensation Tools. To the right of the screen, you'll see EDI Tool for Electronically Filing Workers' Compensation Claims. Click on that and a screen should appear. You'll see the seal with the eagle on it and another screen will come up and disappear. Look to the bottom of your screen and you'll see a tab that says DIUCS v2.1 EDI. Click on that tab and the next screen that comes up will be the DoD systems notification. Click on OK and the next screen is where you begin by inputting the SSN and date of birth.
- Once you've input the CA 1, you can print out a copy for you and the employee to sign before submitting the form electronically.

NOTE: If you do not have Java Sun loaded on your computer, the website will not allow you to log in. DoIM will need to load Java Sun before you can proceed.

- **Continuation of Pay (COP)**

- COP is the continuation of an employee's regular pay by the employing agency with no charge to sick or annual leave.
- COP is only given in traumatic injury cases.
- COP is given for a maximum of 45 days per injury.
- In order to qualify for COP, the employee must give written notice of injury **within 30 days** from the date of injury, and present medical evidence supporting disability **within 10 calendar days**. Form CA-1 is designed for this purpose.
- The first day of COP is the day following the date of injury (DOI) when there is immediate time loss.
- If there is immediate time loss on the day of injury and if the employee was injured during official working hours, that time loss would be considered administrative leave. Time card is coded **LU**.
- However, if the employee is injured before his/her official working hours begin and there is immediate time loss, the first day of COP is the DOI beginning at the start of his/her official working hours.
- In cases where there is no immediate time loss, the first day of COP must be taken within 45 days from the DOI.
- COP is counted in calendar days not work days.
- COP is coded on the time card as **LT**.

- Form CA-2 (Federal Employee's Notice of Occupational Disease and Claim for Compensation)
 - CA-2 should be completed by the supervisor and sent electronically to the CPAC within 3 days of notification by the employee.
 - Procedure for completing CA-2 is the same as for CA-1.
 - CA-16 is not authorized for occupational disease.
- Original forms should be sent to Steven Beem, CPAC, Bldg 470, Suite 2210.